Commonwealth of Kentucky

Withholding Return and Payment System (WRAPS)

Public User Guide

Contents

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Overview

The Withholding Return and Payment System provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers will be able to file returns, view previously online filed returns, amend returns, request refunds and credit forwards as well as the ability to access the Enterprise Electronic Payment System for paying Withholding Tax Due.

This User Manual is being provided as a guide to working with the system and can be used as a quick reference guide for frequently asked questions.

Please review the table of contents for quick access to necessary information.

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Login

Login Page

To register a Business for online filing, the user will need to click on 'Withholding Return and Payment System' from the Department of Revenue home page.

This will take the user to the One Stop Login screen.

If the user is an existing user, they will need to enter their User Name and Password and click "Sign In."

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Kentucky.gov

Incorrect user ID or password. Type the correct user ID and password, and try again. User ID must be in the format cit\Username or Username@cit.ky.gov.
Note: Your username is not the same as your email address.

@cit.ky.gov

@cit.ky.gov will be added to your Username

Password

Forgot Password?

Sign in

Don't have an account? Click here to register.

New User Registration

If the user is a new user, they will need to click "Click here to register."

Once the user is presented with the Create Account page, the user will need to enter the required information:

- o User Name
- o Display Name
- o First Name
- o Last Name
- o Password
- o Email Address

Note   At this time, the user's email address cannot be modified after the user account has been created, so it is advised that the user choose an email address that they will have continued access to.

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GOVERNOR
STEVE BESHEAR

Kentucky
One Stop BUSINESS PORTAL   Create Account

Create Account

User Name	
Display Name	
First Name	
Last Name	
Password	
Confirm Password	
Email	
Confirm Email	

Optional profile information

Clear Form   Create Account

Welcome

Welcome to the registration page.
This page allows you to create an account that you can use to access Kentucky managed systems.

Helpful Tips

Passwords must:
Be between 8 and 15 characters long.
Contain at least one number and one letter.
Contain at least one special character.
Contain at least one capital letter.

Passwords must NOT:
Contain your User Name, First Name or Last Name.

Legal Disclaimer

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Policies   Security   Disclaimer   Accessibility

Kentucky
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The user may choose to add optional profile information such as Middle Name and phone number, then click 'Create Account.'

Create Account

User Name	
Display Name	
First Name	
Last Name	
Password	
Confirm Password	
Email	
Confirm Email	

Optional profile information

Clear Form   Create Account

Once the user clicks the 'Create Account' button, they will see a screen that shows an account creation confirmation message confirming that they have created an account with One Stop. However, the user cannot log in yet, as they still need to activate their account.

The user should follow the instructions provided on this screen to check their email.

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Kentucky One Stop BUSINESS PORTAL   Create Account

Account Creation Confirmation

Thank you for registering your account with the KY Business One Stop Portal.
You will receive an email which contains directions for activating your account.
Follow the directions contained in that email to finish setting up your account.
You may close this browser window. A new one will be opened for you when you click the link in the confirmation email.

Policies   Security   Disclaimer   Accessibility

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Email Confirmation

The user will need to check the email account that they entered on the 'Create Account' screen for an email from youraccount@ky.gov. The email will look similar to this one:

youraccount@ky.gov (youraccount@ky.gov)   Add to contacts 7:35 AM |▶   Actions ˅
To: ▬▬▬▬▬▬▬▬ ˅

Welcome! You are almost finished with your account set up for the Kentucky Business One Stop Portal.

Your citizen account user name is: **cit **▬▬▬▬▬▬▬

In order to log in with your new account, you must type cit\ in front of your user name. You may copy and paste your highlighted user name to help prevent typos.
In order to complete your account set up you will:

1) Click on the link below; and
2) Answer a set of security questions which will enable you to reset your password if you forget it or want to change it at any time in the future.
When you click the link below to activate your account, you will see a standard Windows Log-in Pop-up, similar to the one shown below.

The actual appearance may vary by the web browser you are using (e.g. Internet Explorer, Google Chrome)

Click here to activate your account.
NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This communication contains information which is confidential. It is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s) please note that any form of distribution, copying, forwarding or use of this
communication or the information therein is strictly prohibited and may be unlawful. If you have received this communication in error please return it to the sender and then delete the communication and destroy any copies.

Thank you,

OneStop Kentucky

In order to activate their account, the user should click on the link provided in the email. This will take the user to an account activation/self service password reset process.

The user might see a window that asks for a user name and password. These should be the user name and password used to create their account with One Stop.

If they input both of these correctly, or if they do not see this screen, they will be taken to the Forefront Identity Manager (FIM), where they will need to answer some randomly selected questions. These questions will be used to verify who they are if they should forget their password or user name in the future. At this screen, they will need to enter their password again.

Security Questions

The user will then be asked to enter their password which is the one that was used to create the One Stop user account.

The user should click the 'Next' button and proceed to answer the questions presented. These questions are for verification purposes if the user requests to have their password reset or forgets their password.

Microsoft®
Forefront Identity Manager 2010 R2

Password Registration: Register Your Answers

You must answer at least 3 questions to register.

Each answer must contain at least four characters, and no two answers may be the same.

What is the name of your favorite childhood book?

What was your favorite toy growing up?

Who was your first boss?

The responses you provide are stored by your organization in Forefront Identity Manager.

Next   Cancel

Once the questions are answered and the user clicks 'Next,' the user should see the following screen:

The user is now registered. In order to access their WRAPS Home Screen, the user will need to go to the WRAPS link on the DOR Website: http://www.revenue.ky.gov/.

Once back at the One Stop login screen, they should use the email and password they entered on the Create Account screen.

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WRAPS

Incorrect user ID or password. Type the correct user ID and password, and try again. User ID must be in the format cit\Username or Username@cit.ky.gov.
Note: Your username is not the same as your email address.

@cit.ky.gov

@cit.ky.gov will be added to your Username

Password

Forgot Password?

Sign in

Don't have an account? Click here to register.

Kentucky
One Stop
BUSINESS PORTAL

Note   Please be aware that One Stop will auto generate '@cit.ky.gov' at the end of the user's username. This is not an error and is necessary for the user to successfully log into One Stop and the Withholding Return and Payment System.

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Online Filing

WRAPS Home/Dashboard

Once the user has entered their user name and password in the One Stop login page, the user will be directed to the WRAPS Home Dashboard.

If a user does not have any businesses associated with their account, the home screen will look like the following screen:

Online Filing Registration

To register a business for online filing, the user will need to click 'Register a business for online filing.'

The user will be presented with an online filing registration form.

The user will then need to enter the correct withholding tax account number and either the business name as registered or the Federal Employer Identification Number (FEIN).

Once the required information has been entered, the user will need to click 'submit.'

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Business Administrator

If the user enters the correct Tax Account Number and the correct Business Name and/or FEIN, and if the business is not already registered for online filing, the user will be presented with a screen asking them if they would like to become the administrator for the business.

Note In order for a business to be registered for Online Filing, there must always be an administrator assigned to the business.

Terms and Conditions

If the user chooses to 'Become the WRAPS Administrator,' they will be presented with a screen where they can hit 'cancel' to cancel the registration process, or check the Terms and Conditions box and click 'Register as the WRAPS Administrator.'

Registration Request

If the user enters a valid Withholding Tax Account number but the Business Name or FEIN does not match the account number entered, then the user will be presented with the option to have the registration request reviewed by the Department of Revenue.

Note   The user must also agree to terms and conditions when sending a request for registration to DOR.

Invalid Registration

If the user enters an invalid Withholding Tax Account Number, the system will display an error message stating that the user needs to contact the Kentucky Department of Revenue to receive additional assistance.

Filing

When the user has at least one business registered with their user account, the user will see a dashboard/home screen with all businesses associated with their account.

If a return is available for filing, there will be an alert in the alert column for the business. To access the business page the user can click the Business Name. To file a return, the user will need to click 'Filing available' or 'Filing overdue.'

Account Number	Business Name	Role	Alerts
	You have 1 business registered with your account		
001088	OKOLONA CHRISTIAN CHURCH	admin	📄 Filing available

To file the K-1 or K-3 return, the user will need to click 'File K-1/K-3 Original in the period section on the left or the button on the right.

Withholding Return

The user will then need to fill out all required fields and click "Submit the K-1 Original return."

K-1 Original - 9/30/2014

One Stop / WRAPS Home / ▬▬▬▬▬▬▬ / Period Ending 09/30/2014 / 🗋 K-1 Original - 9/30/2014

ⓘ The Total Amount Due is calculated with the assumption that all values entered were accurate and the Total Amount Due is being paid in full on today's date. You may be responsible for additional penalty and interest for a return filed after the due date.
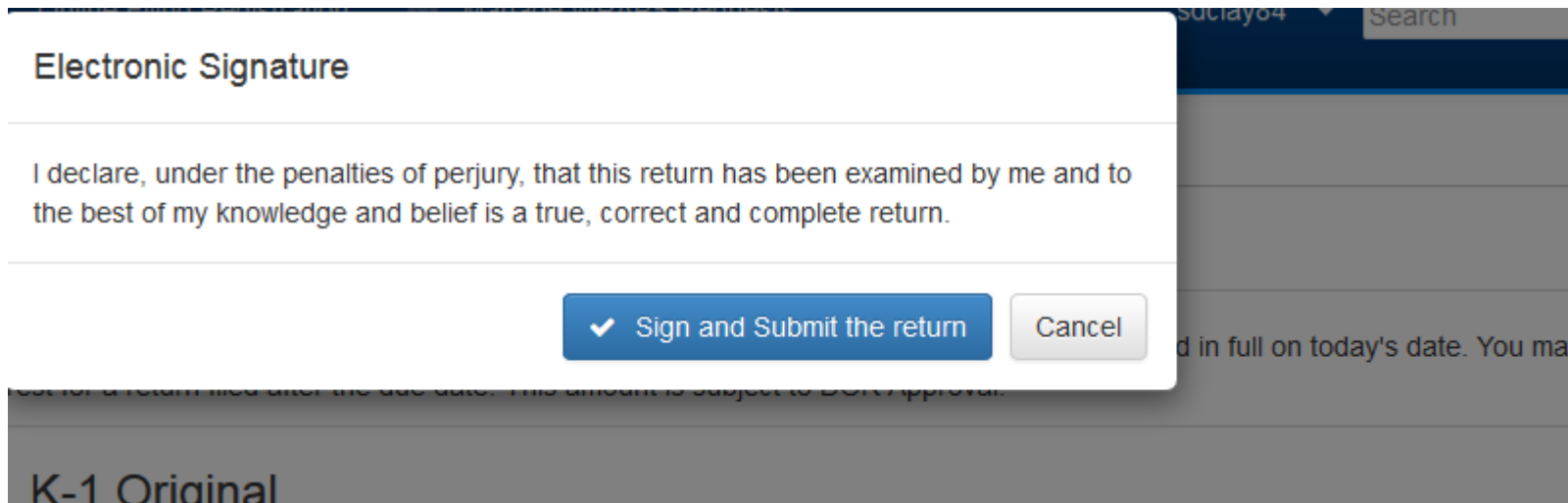
K-1 Original

Employees for the period	0
Total wages paid	$0.00
Income tax withheld	$0.00
Apply credit?	No I do not want to apply a credit ▾
Tax payments made prior to today for this period	$0.00

$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.

Total tax due	$0.00
Total penalty	$10.00
Total interest	$0.00
Total amount due	$10.00

Submit the K-1 Original return   Cancel

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Electronic Signature

In order to submit the return, the user will need to agree to the electronic signature terms and submit "Sign and Submit the return."

View Return

In order to view the filed return, the user can view the summary or click the return link on the Period Screen to view the detailed return.
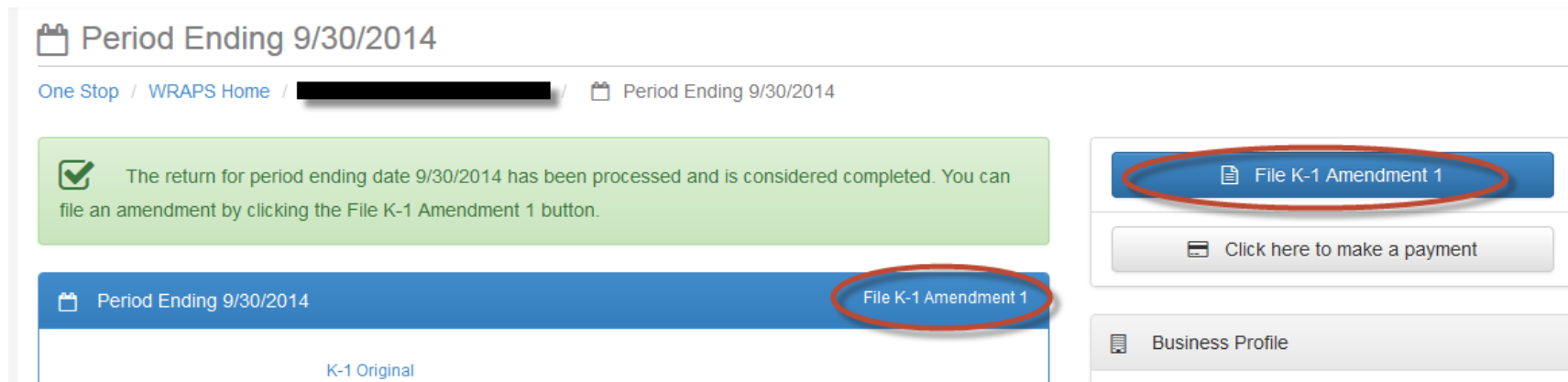
Amend Return

To amend the return, the user will need to click "File Amendment" from the Period Screen for the Business.

Note The return will be available to amend once the original return has been processed.

The user will need to update any values necessary and click "Submit the return."

K-1 Amendment 1 - 9/30/2014

One Stop / WRAPS Home / ▓▓▓▓▓▓▓▓ / Period Ending 09/30/2014 / K-1 Amendment 1 - 9/30/2014

ℹ You filed the original return on 12/17/2014 and have filed 0 of the 5 amendments allowed to be filed online for this period. The values to the right of your new return are the most recent values you have provided us. They are from the return filed on 12/17/2014.

ℹ The Total Amount Due is calculated with the assumption that all values entered were accurate and that The Total Amount Due will be paid in full on or before the Return Due Date. This amount is subject to DOR Approval.

	K-1 Amendment 1	K-1 Original filed 12/17/2014
Employees for the period	52	52
Total wages paid	$20,000.00	$20,000.00
Income tax withheld	$800.00	$800.00
Apply credit?	No I do not want to apply a credit ▾	
Tax payments made prior to today for this period	$0.00	$0.00

$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.

	K-1 Amendment 1	K-1 Original filed 12/17/2014
Total tax due	$800.00	$800.00
Total penalty	$48.00	$96.00
Total interest	$8.94	$8.28
Total amount due	$856.94	$904.28

Explanation of Adjustment

Please enter any comments or information you would like for us to consider while reviewing this request.

Submit the K-1 Amendment 1 return   Cancel

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A return may only be amended up to 5 times online. Once the maximum number of amendments has been reached, the user will be allowed to download a paper amendment form.

> **!** You have filed 5 amendments and must submit future amendments by completing the paper amendment form. Click the link below to open and print the amendment form.
>
> 📄 Download Amendment Form

Making Payments

To view EEPS Payments, the user will need to click "Click here to make a payment."

▭ Click here to make a payment

The user will then be routed to the Enterprise Electronic Payment System (EEPS) site.

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Managing Users

In order to add, remove or update a user's permissions, the business administrator will need to access the Business home screen.

Adding Users

To add a new user to the Business, the user will need to click 'Add WRAPS User.'

The user will then need to enter the email address that is associated with a user registered with One Stop and click 'Search for a registered email address.

If the user is registered with One Stop, the user will be presented with the option to grant the user with a role of Filer, Payer, Viewer or Administrator. The user may also be given Filer & Payer access.

Add WRAPS User

One Stop / WRAPS Home / ▆▆▆▆▆▆▆▆▆▆▆ / 👤 Add WRAPS User

Cancel	☑ The email address ▆▆▆▆ is registered to ▆▆▆▆ which role do you want to grant them?

Please read all of the options before selecting the role to assign to shristi@live.com.

Grant the role of WRAPS Filer & Payer
A WRAPS Filer & Payer can file returns and amendments in addition to making online payments on behalf of the business.

[Grant the role of WRAPS Filer & Payer]

Grant the role of WRAPS Filer
A WRAPS Filer can file returns and amendments on behalf of the business.

[Grant the role of WRAPS Filer]

Grant the role of WRAPS Payer
A WRAPS Payer can make online payments on behalf of the business.

[Grant the role of WRAPS Payer]

Grant the role of WRAPS Viewer
A WRAPS Viewer can view the returns and amendments filed online by the business.

[Grant the role of WRAPS Viewer]

Grant the role of WRAPS Administrator
A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to shristi@live.com, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

[Grant the role of WRAPS Administrator]

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Inviting Users

If the user is not registered with One Stop, the user will be presented with the option to send the user an invitation to create a user account. To send the invitation, the user will need to click, "Send invitation to: (email address)."

The user will receive an email similar to the one below, stating the Business the user has been added to and the permission level that was granted.

WRAPS Role for account ▓▓▓ has been assigned   ⬆ ⬇ ✖

wraps-noreply@ky.gov (wraps-noreply@ky.gov)   Add to contacts 9:28 AM ⬚   Actions ⌄
To: ▓▓▓▓▓▓ ⌄

You ▓▓▓ have been assigned WRAPS Filer & WRAPS Payer for the business ▓▓▓▓▓ Withholding Tax Account number ▓▓▓ and can access the business immediately. To view the business and view the role assigned now click ▓▓▓▓▓▓▓▓▓▓
▓▓▓▓▓

To visit WRAPS home page, click this link: https://wraps.ky.gov

http://wraps.ky.gov

Update Permissions & Remove Users

To edit a user's permissions or to remove a user from the Business, the user will need to click on the user name or the role.

The user will then need to choose to "Remove user access" or grant the user with another permission level.

Cancel

👤 ▮▮▮▮▮ has the role of WRAPS Filer and can file returns and amendments on behalf of the business.

❓ How do you want to change the WRAPS role?

You can change the role or remove access of ▮▮▮▮ for ▮▮▮▮▮▮▮▮ with the options below.
Please read all of the options before selecting your response to the request for access to this business.

Remove user access
Remove all access to this business

[Remove business access]

Grant the role of WRAPS Payer
A WRAPS Payer can make online payments on behalf of the business.

[Grant the role of WRAPS Payer]

Grant the role of WRAPS Viewer
A WRAPS Viewer can view the returns and amendments filed online by the business.

[Grant the role of WRAPS Viewer]

Grant the role of WRAPS Administrator
A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to shristi2014, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

[Grant the role of WRAPS Administrator]

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WRAPS Status

Update WRAPS (Online Filing) Status

To update the Online Filing Status, the user will need to access the Business Home Screen in WRAPS and click, "Manage WRAPS Status."
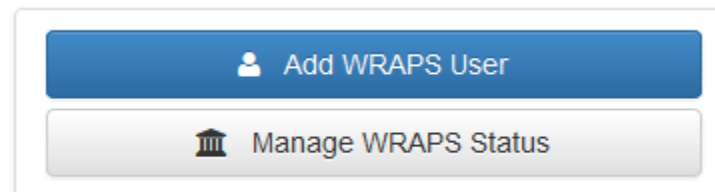
If the Business is currently registered for online filing, the user will need to click "Unregister with Online Filing," and click "Yes" in the confirmation box.

Cancel Changes

☑ ▮▮▮▮▮▮▮▮▮▮▮▮ is registered for online filing

You can remove this business from online filing by clicking the Unregister with Online Filing button below.

Unregister with Online Filing

Confirmation Required ✕

Are you sure you want to modify the WRAPS Account Status for this business? If switching to active, returns will be generated online and paper returns will no longer be sent. If switching to inactive, returns will no longer be generated online and paper returns will be sent.

Yes   No

You can remove this business from online filing by clicking the Unregister with Online Filing button below.

Unregister with Online Filing

If the Business is not currently registered for online filing, but was at one time, the user will need to click "Register for Online Filing," and click "Yes" in the confirmation box.

Cancel Changes

☐ ████████████████ is NOT registered for online filing

You can register this business with online filing by clicking the Enroll In Online Filing button below.

Register for Online Filing

Confirmation Required ✕

Are you sure you want to modify the WRAPS Account Status for this business? If switching to active, returns will be generated online and paper returns will no longer be sent. If switching to inactive, returns will no longer be generated online and paper returns will be sent.

Yes   No

You can register this business with online filing by clicking the Enroll In Online Filing button below.

Register for Online Filing

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Important Links

Links in WRAPS

The following links can be found on the WRAPS Home Page:

1. Withholding Business Registration (paper registration form)
2. Registration Application form
3. Account Cancellation form
4. Public User Guide
5. Contact Us Link